

DEPARTMENT OF THE ARMY  
Missouri River Division, Corps of Engineers  
P.O. Box 103, Downtown Station  
Omaha, Nebraska 68101

MRD-R 1110-1-6

MRDED-L

MRD  
Regulation  
No. 1110-1-6

10 November 1981

Engineering and Design  
LABORATORY TESTING SERVICE

1. Purpose. To establish uniform instructions for the submittal of samples and requests for laboratory testing services as set forth below.

2. Applicability. Applicable to all agencies requesting services, and to all types of laboratory work including original or re-submitted samples.

3. References.

a. DM 415-1-3.

b. MRD-R 1110-1-7.

4. Test Requests.

a. Initiate all requests for laboratory services by means of a letter or one of the following forms: Request for and Results of Tests (DD Form 1222), Intra-Army Order for Reimbursable Work or Services (DA Form 2544), or order for Supplies or Services (DD Form 1155).

b. Number serially each request and cover only one investigation, sample, or set of related samples.

c. Authenticate all requests by signature, date, and cite funds for cost.

d. Include in the test request a statement giving the maximum allowable time for testing, analysis of data, and transmittal of report so that relative priorities for performing the work can be established. If a maximum time is not indicated, the test request will be handled as routine without priority. Deadline dates will be met as promptly as workload permits.

5. Identification Sheet.

a. With each request include identification sheets which describe in detail the material submitted.

(1) Describe the material as completely as practicable. The information desired is indicated on Sample Identification Sheet, MRD Form 0114 (MRD Forms 0882 or 0882a should be used for soil samples). Include all applicable sample data that is available. Attach one copy of the identification sheet to the sample and furnish two copies with the test request.

(2) When aggregate for portland cement concrete is submitted, the following additional information is required for a survey report.

(a) Location of source, including Section, Township, and Range, in sufficient detail to permit the location to be found by someone not familiar with the area. Include latitude and longitude to the nearest one degree south and east of the point.

(b) Name of pit or quarry including name and address of owner or operator. State whether undeveloped, commercial, or abandoned.

(c) Indicate types of commercial processing given to sample, as sieving, washing, crushing.

(d) Give geological formation and age, if known.

b. Indicate clearly the tests desired. For districts in the Missouri River Division, it is sufficient to request that tests be made in accordance with contract specifications, and state the applicable section and paragraph. For districts outside MRD, accompany this type of request with a copy of the specifications. In cases where all of the tests listed by the specifications are not desired, state the exact name and designation of the tests being ordered. Indicate the specific test method, not merely the name of the test, because several methods may exist for the same type of test. If the tests desired are not standard, furnish a detailed outline of the test procedure.

6. Submittal. Send samples and by separate cover two copies (minimum) of each request for tests with all attachments direct to the Missouri River Division Laboratory, 420 South 18th Street, Omaha, Nebraska 68102. Contractor submittals require extra attention to assure timely construction. Each Field Office should give special attention to "sample" submittals when administering Contractor Submittal Procedures (MRO see Ref. a.). Samples should be submitted as soon as possible after the notice to proceed is issued. Even though a test may take only 20 days, a backlog of those tests may make the turn around time several months on a specific sample. See Ref. b. for shipment of liquid samples.

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FOR THE COMMANDER :

/s/  
WILEY W WALKER  
Colonel, Corps of Engineers  
Deputy Commander

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